

CITY OF SAN DIEGO  
M E M O R A N D U M

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X SAN DIEGO, CALIF.

DATE: December 15, 2000  
TO: Honorable Mayor and City Councilmembers  
FROM: George I. Loveland, Acting Assistant City Manager  
SUBJECT: Year 2000 Redistricting Commission Budget

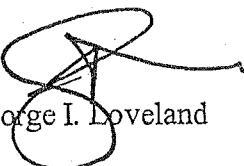
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On October 6, 2000 seven commissioners were appointed to the 2000 Redistricting Commission, whose task is to redistrict the City into eight Council districts, each containing one-eighth of the City's total population to the extent that is practical. According to the City Charter the Commission must adopt a budget within 60 days of appointment, which includes a Chief of Staff who will serve the Commission, and the use of existing City staff to the extent possible. The budget is submitted to the Appointing Authority, which is a panel of three retired Superior Court Judges, for approval and then to the City Council for consideration. The Council must appropriate adequate funds to the Commission and to the City Clerk to carry out their duties.

At this time, the Commission has submitted a one-year budget totaling \$750,000 to the Appointing Authority for review on December 21, 2000. Based on direction provided by the Redistricting Commission, City staff assisted in the preparation of the proposed budget. Given staffing and salary guidelines, the budget outlines City positions that are comparable to the Chief of Staff, Assistant to the Chief, and three staff members. For example, the Chief of Staff's proposed salary and benefits is comparable to a Department Director. The budget includes support costs for the five positions requested, such as office space rent, furniture and computer equipment, as well as costs to perform the redistricting tasks, such as City staff support, mapping and graphic services, meeting expenses, and office supplies.

Attached for your advanced review is copy of the Redistricting Commission Proposed Budget. Also attached is the Chief of Staff job announcement that is currently being advertised in local publications, such as the San Diego Union-Tribune, the San Diego Asian Journal, Voice and Viewpoint, La Prensa, El Sol, Jobs Available, Uptown Publication, and Filipino Press.

Respectfully Submitted,

  
George I. Loveland

GL/klm

Attachments: 1. Redistricting Commission Proposed Budget  
2. Chief of Staff Job Announcement

**City of San Diego  
Year 2000 Redistricting Commission  
Proposed Budget**

|                                    | 12 Month<br>Budget | 18 Month<br>Budget  | Assumptions  |
|------------------------------------|--------------------|---------------------|--|
| 1.00 Chief of Staff                | 143,490            | 215,235             | Average salary (\$113,941) and benefits (\$29,549) comparable to a Department Director   |
| 1.00 Assistant to Chief of Staff   | 104,286            | 156,429             | Average salary (\$81,153) and benefits (\$23,133) comparable to a Program Manager        |
| 3.00 Staff Members                 | 229,785            | 344,678             | Average salary (\$60,480) and benefits (\$16,115) comparable to a Senior Mgmt Analyst    |
| Consulting/Legal Services          | 50,000             | 50,000              | Legal Services beyond City Attorney support or other Consulting Services if needed       |
| As-Needed Interpreter Services     | 5,400              | 8,100               | Interpreter services for meetings, if necessary  |
| City Clerk Support                 | 20,000             | 30,000              | City Clerk support and legislative recorder services                                     |
| City Attorney Support              | 20,751             | 31,127              | 4 hours per week/2.24 positions  |
| Manager's Office Support           | 9,804              | 14,706              | 4 hours per week/1.00 position   |
| Office Supplies                    | 5,000              | 7,500               | Estimate \$1,000 per person  |
| Postage                            | 1,020              | 1,530               | Assumes 3,000 pieces of mail per year at \$0.34  |
| Transportation Allowance - Parking | 2,250              | 3,375               | Parking Stamps for Commissioners at the Concourse Parkade                                |
| Transportation Allowance - Mileage | 950                | 1,425               | Mileage reimbursement for 5.00 staff (city employees). \$.38/mile @ 500 miles/person     |
| Advertising/Noticing               | 2,500              | 3,750               | Advertising and noticing for events and meetings   |
| Recording Equipment & Supplies     | 664                | 716                 | Recorder and two tapes per meeting   |
| Print Shop Services                | 5,000              | 7,500               | Photocopy costs, printing, graphic services, and preparation of informational brochures  |
| Mapping Services                   | 50,000             | 50,000              | Mapping and overlay services   |
| Redistricting/Mapping Software     | 7,000              | 7,000               | AutoBound redistricting software for 2 systems @ \$3,500 each                            |
| Meeting Expenses                   | 1,025              | 1,350               | Refreshments for 26 Commission mtgs/year and 15 community mtgs @ \$25/mtg                |
| Rent                               | 19,035             | 28,553              | 225 sq.ft. per person @ \$1.41 sq.ft./month (includes gas, electric, common areas, etc.) |
| Office Furniture                   | 8,700              | 8,700               | 5 desks, 5 exec chairs, 8 side chairs, 5 filing cabinets, 5 bookcases, 5 calculators     |
| Modular/Cubicle Furniture          | 4,000              | 4,000               | Three 8x8 cubicles (panels only, no furniture) clustered together with electrical power  |
| Network Ready Computers            | 13,750             | 13,750              | Computer, monitor and software installation for 5 staff people                           |
| Network Laser Printer              | 2,000              | 2,000               | Mid-range Laser Printer  |
| Printer Toner Cartridges           | 1,000              | 1,500               | Assume need to replace 10/year @ \$100 each  |
| Fax Machine                        | 1,000              | 1,000               | Mid-range Fax Machine  |
| Phones                             | 1,225              | 1,225               | 5-six button line phones, purchase and installation                                      |
| Scanner                            | 750                | 750                 | Mid-range Scanner  |
| Network Access Charges             | 11,542             | 17,313              | Yearly City access charges for Computers, Printer, Phones, Fax and Scanner               |
| Hardware Maintenance               | 850                | 1,275               | Estimate \$170 per computer  |
| SDDPC Application Support/Labor    | 3,950              | 5,925               | Estimate 10 hours/year per PC @ \$79/hour  |
| Cell Phone                         | 357                | 536                 | One cell phone for Chief of Staff (free phone, \$29.75/month)                            |
| Pagers                             | 153                | 153                 | Two pagers for Chief of Staff and Assistant Chief (Apollo Pocsag alpha-numeric)          |
| Contingency Reserve                | 25,000             | 25,000              | For personnel negotiations or non-personnel emergencies (approx 3% of 1 year budget)     |
| <b>TOTAL</b>                       | <b>\$ 752,237</b>  | <b>\$ 1,046,099</b> |  |

Note: If needed, a Laptop and Proxima Projector can be borrowed from the City's Information Technology Dept.



THE CITY OF

# SAN DIEGO

CITY ADMINISTRATION BUILDING • 202 C STREET • SAN DIEGO, CALIF. 92101

CHARLES G. ABDELNOUR, J.D.  
City Clerk, C.M.C.

Office of the  
CITY CLERK  
533-4000

December 1, 2000

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The Redistricting Commission for the City of San Diego is accepting applications for the position of:

## Redistricting Commission Chief of Staff

### BACKGROUND INFORMATION

San Diego is the sixth largest city in the United States with a population of over 1.2 million citizens. San Diego operates under a Council-Manager form of government. The Council consists of a Mayor elected at large and eight Council members elected from districts.

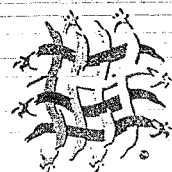
The Redistricting Commission, subject to the provisions of the City Charter relating to referendum and initiative powers of the people, has the sole and exclusive authority to adopt plans which specify the boundaries of districts for the City Council. The Redistricting Commission must abide by San Diego City Charter, Article II, Section 5.1

### THE POSITION

There is currently one vacancy for Chief of Staff. The position reports directly to the Redistricting Commission and will perform the following duties:

- (1) Assist the Redistricting Commissioners and provide technical and demographic assistance to analyze and formulate redistricting plans and maps.
- (2) Compile databases of election returns and demographic characteristics at the precinct/census tract level or other unit of analysis, as needed.
- (3) Compile expert reports, studies and court findings pertaining to redistricting.
- (4) Compile cases, statutes, resolutions, reports, learned treatises, etc. reflecting the existence of past and continuing discrimination in related to redistricting.
- (5) Produce informational/educational materials relevant to redistricting.
- (6) Work with the City Attorney's Office to obtain legal assistance where necessary to insure compliance with the Constitution, Voting Rights Act, Brown Act, and City of San Diego Charter.
- (7) Select, train and supervise subordinate staff.

NOTE: Length of employment is from February 2001 until the redistricting plan adopted by the Commission becomes effective and any and all legal and referendum challenges have been resolved.



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## QUALIFICATIONS

The ideal candidate will have the following:

- Excellent verbal communication, writing and computer skills.
- Strong knowledge of the City's budget process.
- Strong management/supervisory skills.
- Ability to handle multiple assignments and work well under pressure.
- Be a self-starter with a high degree of initiative.
- Good judgement, a high degree of political acumen and effective interpersonal skills.
- Ability to deal with public officials, community leaders, the general public and others in a tactful manner.
- A working knowledge of the City of San Diego and its diverse communities.
- A strong background in municipal government is highly desirable.
- Relevant experience, education and training which would provide the candidate with the knowledge, skills and abilities required to perform assigned duties.

## COMPENSATION

- Salary to be negotiated and is contingent on qualifications.
- Generous benefits package available including various retirement savings, health insurance and life insurance options.

## SELECTION PROCESS

Those interested in applying for the position should forward a letter of interest, current resume, three writing samples, and the names and telephone numbers of three professional references to: City Clerk's Office, Attn: Bonnie Stone, Elections Analyst, 202 C Street, San Diego, CA 92101 no later than 5:00p.m. on Monday January 15, 2001.

After a review of the submitted materials, a select number of candidates will be invited to participate in an interview.

The City of San Diego is an Equal Opportunity Employer.



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